## Filter data in an Excel table

When you put your data in a table, filtering controls are added to the table headers automatically.

| 14 | A                          |    | 8        |     | C        |    | D        |     | E        |    | F          |      | G           |
|----|----------------------------|----|----------|-----|----------|----|----------|-----|----------|----|------------|------|-------------|
| 1  | Product 🗧                  | 25 | -        | Q11 | 2        | 10 | - 1      | Ēt  | - 4      | 10 | and Tota 📼 | Aver | age Sales 📼 |
| 2  | Chocolade                  | \$ | 744,60   | \$  | 162.55   | \$ | 68.85    | \$  | 306.00   | \$ | 1,282.01   | 1    | 225.0       |
| 3  | Gumbar Gummibarchen        | \$ | 5,079.60 | \$  | 1,249.20 | \$ | 2,061.17 | \$  | 2,835.68 | \$ | 11,225.65  | 5    | 2,806.41    |
| 4  | Maxilaku                   | 5  | 1,605.60 | \$  | 620,00   | \$ | 835.00   | \$  |          | \$ | 3,060.60   | 5    | 765.15      |
| 5  | NuNuCa Nu8-Nougat-Crème    | 5  | 193.20   | \$  | 865.20   |    |          | 5   | 493.50   | \$ | 1,551.90   | 5    | 517.30      |
| 6  | Pavlova                    | \$ | 1,685.36 | \$  | 2,646.08 | \$ | 1,849,70 | \$  | 999.01   | \$ | 7,180.15   | \$   | 1,795.04    |
| 7  | Schoggi Chocolade          | \$ | 1,755.00 | \$  | 5,268.00 | \$ | 2,195.00 | \$  | 1,756.00 | \$ | 10,974.00  | 5    | 2,743.50    |
| 8  | Scottish Longbreads        | \$ | 1,267.50 | \$  | 1,062.50 | \$ | 492.50   | \$  | 1,935.00 | \$ | 4,757.50   | 5    | 1,189.38    |
| 9  | Sir Rodney's Marmalade     |    |          | 5   | 4,252.50 | \$ | 1,360.80 | \$  | 1,701.00 | \$ | 7,314.30   | 5    | 2,438.10    |
| 10 | Sir Rodney's Scones        | \$ | 1,418.00 | \$  | 756.00   | \$ | 1,733.00 | \$  | 1,434.00 | \$ | 5,341.00   | \$   | 1,335.25    |
| 11 | Tarte au sucre             | \$ | 4,728.00 | \$  | 4,547.92 | \$ | 5,472.30 | \$  | 6,014.60 | \$ | 20,762.82  | 5    | 5,190.71    |
| 12 | Teatime Chocolate Biscuits | 5  | 943.89   | \$  | 349.60   | 5  | 841.80   | 5   | 204.70   | \$ | 2,339.99   | 5    | 585.00      |
| 13 | Valkoinen suklaa           | \$ | 845.00   |     |          | \$ | 385.94   | \$  | 942.50   | \$ | 2,173.44   | 5    | 724.48      |
| 14 | Zaanse koeken              | \$ | 817.00   | \$  | 285.95   | \$ | 668.80   | \$  | 1,159.00 | \$ | 2,930.75   | \$   | 732.69      |
| 15 | Total                      | 52 | 1,082.75 | \$7 | 2,065.51 | 51 | 7,964.86 | \$1 | 9,780.99 | \$ | 80,894.11  | \$   | 1,626.42    |

For quick filtering, do this:

- 1. Click the arrow 🔽 in the table header of the column you want to filter.
- 2. In the list of text or numbers, uncheck the **(Select All)** box at the top of the list, and then check the boxes of the items you want to show in your table.

| ₹↓ | Sort A to Z  |     |
|----|--|-----|
| Z↓ | S <u>o</u> rt Z to A   |     |
|    | Sor <u>t</u> by Color  | •   |
| 、  | <u>C</u> lear Filter From "Product"  |     |
|    | Filter by Color  | Þ   |
|    | Text <u>F</u> ilters   | ۲   |
|    | Search   | Q   |
|    | <ul> <li>✓ (Select All)</li> <li>✓ Chocolade</li> <li>✓ Gumbär Gummibärchen</li> <li>✓ Maxilaku</li> <li>✓ NuNuCa Nuß-Nougat-Crème</li> <li>✓ Pavlova</li> <li>✓ Schorgei Chacolade</li> </ul> | ×   |
|    | <ul> <li>Schoggi Chocolade</li> <li>Scottish Longbreads</li> <li>Sir Rodney's Marmalade</li> <li>Sir Rodney's Scones</li> </ul>  | -   |
|    | OK Can   | cel |

TIP To see more items in the list, drag the handle in the bottom-right corner of the filter gallery to enlarge it.

## 3. Click **OK**.

The filtering arrow in the table header changes to this icon *state* to indicate a filter is applied. Click it to change or clear the filter.

| ₽↓ | Sort A to Z   |         |
|----|---|---------|
| Z↓ | S <u>o</u> rt Z to A  |         |
|    | Sor <u>t</u> by Color   | Þ       |
| ×  | <u>C</u> lear Filter From "Product"   |         |
|    | Filter by Color   | Þ       |
|    | Text <u>F</u> ilters  | Þ       |
|    | Search  | P       |
| *  | <ul> <li>(Select All)</li> <li>Chocolade</li> <li>Gumbär Gummibärchen</li> <li>Maxilaku</li> <li>NuNuCa Nuß-Nougat-Crème</li> <li>Pavlova</li> <li>Schoggi Chocolade</li> <li>Scottish Longbreads</li> <li>Sir Rodney's Marmalade</li> <li>Sir Rodney's Scones</li> </ul> | * III + |
|    | OK Can  | cel     |

Filter by specific text or numbers

- 1. Click the arrow 🔽 in the table header of the column you want to filter.
- 2. If the column has numbers, click **Number Filters**. If the column has text entries, click **Text Filters**.
- 3. Pick the filtering option you want, and then enter your filtering conditions.

For example, to show numbers above a certain amount, pick **Greater Than Or Equal To**, and then enter the number you have in mind in the adjacent box.

| Show rows where:<br>Qtr 1   |            |
|---|------------|
| is greater than or equal to   | ▼ \$500.00 |
| And Or  |            |
|   |            |
| Use ? to represent any single char<br>Use * to represent any series of ch |            |

To filter by two conditions, enter filtering conditions in both sets of boxes, and pick **And** for both conditions to be true, and **Or** for either of the conditions to be true.

## Filter items by color

If you've applied different cell or font colors or a conditional format, you can filter by the colors or icons that are shown in your table.

- 1. Click the arrow 🔽 in the table header of the column that has color formatting or conditional formatting applied.
- 2. Click **Filter by Color** and then pick the cell color, font color, or icon you want to filter by.

| - | Grand Total 💌 Average S  | Sales 🔽 | 1                    |
|---|--|---------|----------------------|
|   | Sort Smallest to Largest   |         |                      |
| 4 | Sort Largest to Smallest   |         |                      |
|   | Sor <u>t</u> by Color  | +       |                      |
| × | <u>C</u> lear Filter From "Average Sales"  |         |                      |
|   | Filter by Color  | •       | Filter by Cell Color |
|   | Number <u>F</u> ilters   | ۰.      |                      |
|   | Search   | Q       |                      |
|   | <ul> <li>(Select All)</li> <li>\$320.50</li> <li>\$517.30</li> <li>\$585.00</li> <li>\$724.48</li> <li>\$732.69</li> <li>\$765.15</li> <li>\$1,189.38</li> <li>\$1,335.25</li> <li>\$1,795.04</li> <li>\$1,225.42</li> </ul> | A       | More Cell Colors     |
|   | ОК Са  | ancel   |                      |

The types of color options you'll have available depend on the types of format you have applied.

## Create a slicer to filter your table data

In Excel 2010, slicers were added as a new way to filter PivotTable data. In Excel 2013, you can also create slicers to filter your table data. A slicer is really useful because it clearly indicates what data is shown in your table after you filter your data.



Here's how you can create one to filter your data:

1. Click anywhere in the table to show the **Table Tools** on the ribbon.

| TABLE TOOLS |
|-------------|
| DESIGN      |

2. Click **Design** > **Insert Slicer**.

| Summarize with PivotTable<br>Remove Duplicates<br>Convert to Range | Insert<br>Slicer |
|--|------------------|
| Tools  |                  |

- 3. In the **Insert Slicers** dialog box, check the boxes you want to create slicers for.
- 4. Click **OK**.

A slicer appears for each table header you checked in the Insert Slicers dialog box.

5. In each slicer, click the items you want to show in your table.

To choose more than one item, hold down Ctrl, and then pick the items you want to show.

TIP To change how the slicers look, click the slicer to show the **Slicer Tools** on the ribbon, and then apply a slicer style or change settings on the **Options** tab.